CSAT GPRA Government Performance and Results Act

Data Entry and Reporting System

System User's Guide

General Information and

Module 1 – Entering the CSAT-GPRA Data Entry and Reporting System

Version Issue: Version 1.2
Last Update: 01/13/2003

Table of Contents

List of Figures

General Information

The CSAT-GPRA Data Entry and Reporting System gives CSAT grantees the ability to enter GPRA data online via a Web-based data entry system. The system can also receive bulk data uploads from disks provided to Caliber Associates by grantees or by data coordinating centers of existing grants. The system allows all levels of CSAT personnel and grantees to produce online, real-time reports tailored to their individual information requirements. Data entered online may be downloaded in HTML or in Excel or other spreadsheet software for further analysis.

About This Guide

This User's Guide contains features, functions, and step-by-step instructions for grantees and data entry personnel who are responsible for entering CSAT-GPRA data. It will enable you to:

- Perform all tasks that a data entry person would perform to enter CSAT-GPRA data. This ability will help you understand any problems data entry personnel might encounter when working with forms on which data have been insufficiently, improperly, or inadequately recorded during customer interviews.

- Perform all tasks that a grantee, Project Director, Government Program Officer (GPO), GPRA GPO, Branch Chief, Division Chief, or Administrator would perform to run both standard and tailored reports. This ability will help you understand the importance of entering data that are clean enough to produce a report that reflects accurately the status and findings of your program.

Browser Specifications

A browser is a program that allows you to access pages on the World Wide Web. The CSAT-GPRA Web site is optimized for version 4.0 or higher of the most popular browsers. If you are using an older browser, downloads the latest version of Netscape Navigator or Microsoft Internet Explorer, or contact your Internet Service Provider for more information.

CSAT-GPRA Web Site

The CSAT-GPRA Web site (www.csat-gpra.org) is composed of two separate sections: the public-facing section and the password-protected section. The public-facing section of the site disseminates general GPRA information to stakeholders. It provides downloadable data collection tools that grantees can use to collect and submit CSAT-GPRA data.

The password-protected sections of the site provide a Web-enabled data entry system for authorized grantees to enter new data online. It also gives authorized CSAT grantees, Grant Directors, GPOs, the GPRA GPO, Branch Chiefs, Division Chiefs, and the Center Director the ability to run predetermined management reports on the entered data.

Cookies

A cookie is a text-only string that gets entered into the memory of your browser. If the lifetime of this value is set to be longer than the time you spend at a site, this string is saved to file for future reference.

A **standard cookie** is written to the user's hard drive and is used to remember the user the next time the user visits the site. A **session cookie** resides in the Web browser's memory and only retains information until all user browsers are closed and the session is thus ended. The NEDS Web site and the CSAT-GPRA Web site use only session cookies.

Section 508 Compliance

Section 508 requires that Federal agencies' electronic and information technology be accessible to people with disabilities, including employees and members of the public. Section 508 establishes requirements for any electronic and information technology developed, maintained, procured, or used by the Federal government. The term "electronic and information technology" was defined by the Access Board in regulations published December 21, 2000.

Spawning New Windows

Some pages on the CSAT-GPRA Web site spawn a window (open a new browser window) when they are accessed. For example, when you view a report, you are spawning a new window. Remember to close the new window whenever you want to exit it and return to where you were in the CSAT-GPRA Web site.

System Timeout

The System times out after it has been inactive for one hour or more. The following message displays, informing you to re-sign into the System.

<p align="center">Figure A – Session Expired Page</p>
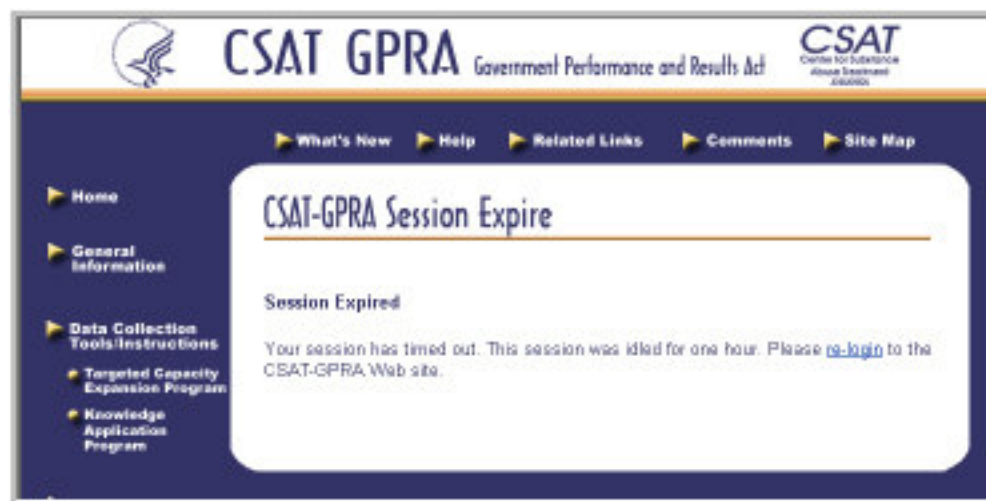
Module 1 – Entering the CSAT-GPRA Data Entry and Reporting System

This module contains information and procedures for the entering the CSAT-GPRA Data Entry and Reporting System from the public-facing CSAT-GPRA Web site. Upon completing this module, you will be able to:

- View the CSAT-GPRA home page

- Log on to the data entry function

- Log on to the reports function

- Log off of the system

- Obtain a forgotten password

- Request a new password or change your password

- Request a single password for multiple grants

- Enter supplementary program data

- Enter a program target

- Change a program target.

Viewing the Home Page

The CSAT-GPRA home page is a public Web-site page that allows the public to view general GPRA information and data collection tools. These tools can be downloaded in PDF or Microsoft Word format.

Figure 1-1 – CSAT-GPRA Web Site Home Page

Logging in to the Data Entry Section

To log in to the data entry section, use the following procedure. (You must use the valid user name and password that were provided to you by CSAT.)

Step 1. Click the "Data Entry" button on the Web site (http://www.csat-gpra.org) home page. The **DATA ENTRY** main page displays.

Figure 1-2 – Data Entry Main Page
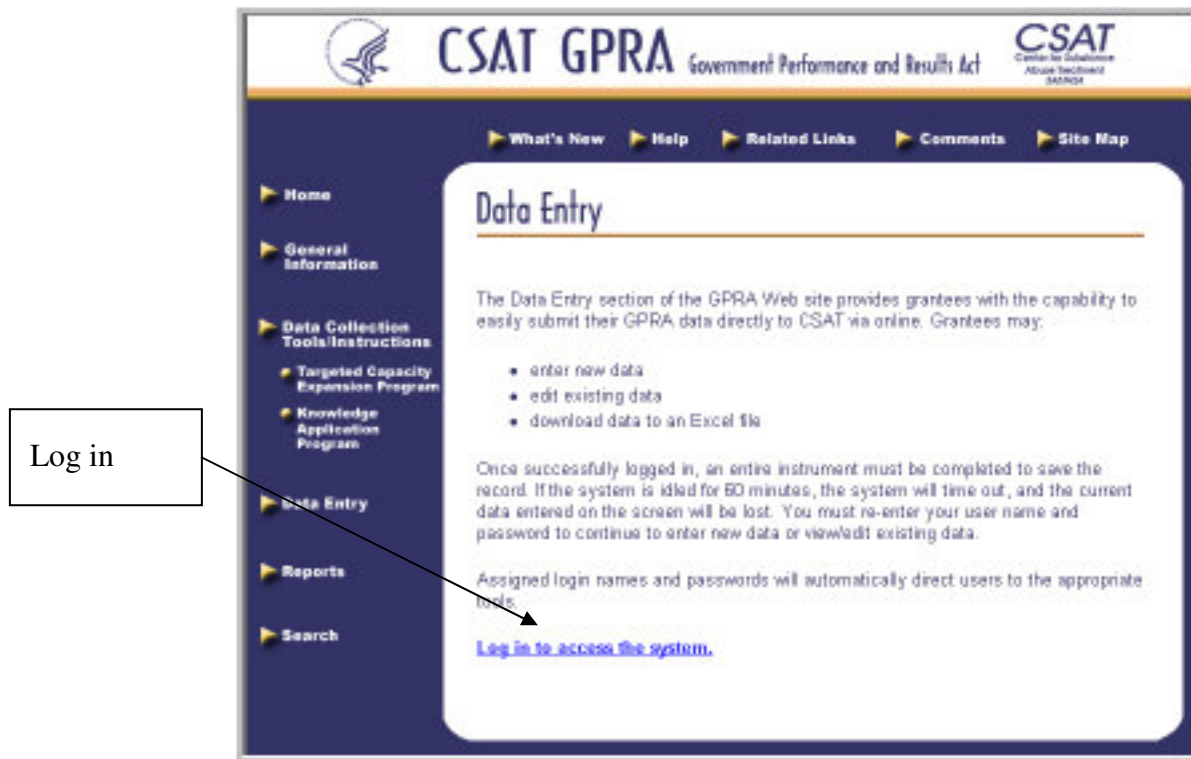
Step 2. Click the Log in link in the bottom left-hand corner of the **DATA ENTRY** main page. The **LOGIN** page displays.

Figure 1-3 – CSAT-GPRA Login Page

Step 3. Enter your user name and password.

Step 4. Click the "Submit" button.

Step 4a. Click the "Cancel" button to exit the system and return to the main menu*.*

Logging in to the Reports Section

To log in to the reports section, use the following procedure. (You must use the valid user name and password that your GPO provided to you by e-mail.)

Step 1. Click the "Reports" button on the **REPORTS LOGIN** page. The **REPORTS** main page displays.

Figure 1-4 – Reports Main Page

Step 2. Click the Log in link in the bottom left-hand corner of the **REPORTS** main page. The **LOGIN** page displays.

Figure 1-5 – Login Page

Step 3.   Enter your user name and password.

***Step 4.***   Click the "Submit" button.

> **Note:** If you enter an incorrect user name or password, the system will return an error message to inform you of the invalid data. Re-enter your user name and password correctly, and click the "Submit" button to enter the system.

Step 4a   Click the "Cancel" button to return to the main menu.

Logging off of the System

To log off from a data entry or report session, choose the Log Off link on the bottom navigation bar at the bottom of any form or report page in the password-protected sections.

Figure 1-6 – Log Off Page
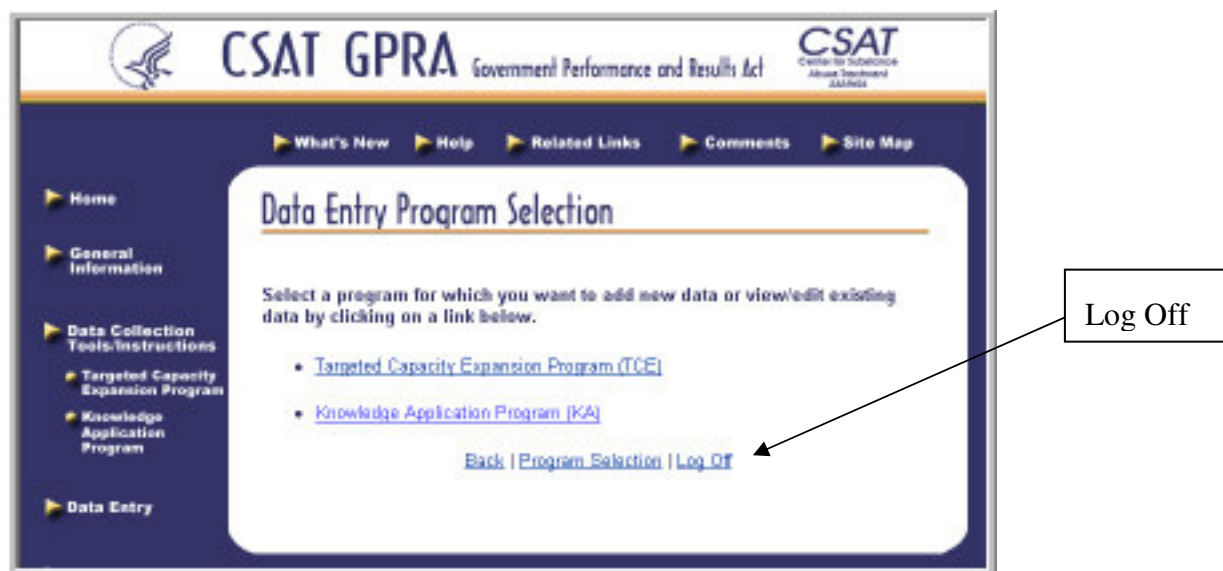
Obtaining a Forgotten Password

The following steps will help you access the information you need to replace your password.

Figure 1-7 – Login Page, Forgot My User Name or Password Link

Step 1. From the **LOGIN** page, Click the <u>Forgot My User Name or Password</u> link in the bottom center of the **LOGIN** page. The **FORGOTTEN PASSWORD REQUEST** page displays.

Figure 1-8 – Forgotten Password Request Page

Step 2. Select a user category.

Step 3. Fill in the form fields.

Step 4. Click the "Submit" button.

Note: If you have supplied **either** your user name **or** your password, an e-mail containing your username and password will be sent directly to you.

Note: If you are a grantee and have forgotten **both** your user name and your password, an e-mail will be sent to your Program Director containing your forgotten user name and password. You will receive an e-mail informing you that your

Program Director has received the e-mail containing your forgotten user name and password. You must contact your Program Director to obtain a copy of the e-mail.

Step 4a.   Click the "Back" button to return to the main menu.

Requesting a New User Name/Password

There are numerous reasons why you may need to request a new password to enter the data entry and reports functions of the CSAT-GPRA Web site. Here are several examples of situations that require a password change:

- Personnel changes

- Multiple data entry contractors

- Multiple grants.

To request a single user name and password, add a new password to an existing grant, or change both you user name and password, please contact your Project Director or GPO, who will forward your request to the system administrators. Your new user name and password will be e-mailed to you.

When personnel changes occur that warrant a new user name and password, it is the responsibility of the grantee to notify the CSAT-GPRA Webmaster or Help Desk. You can notify the Webmaster through the technical assistance link at the bottom of the Data Entry Main Menu Page, Report Main Menu Page, or the Webmaster link that can be found at the bottom navigation section of each Web page throughout the site. You can also notify the CSAT-GPRA Help Desk Supervisor at 1-888-507-9351, or at csat-gpra@westat.com.
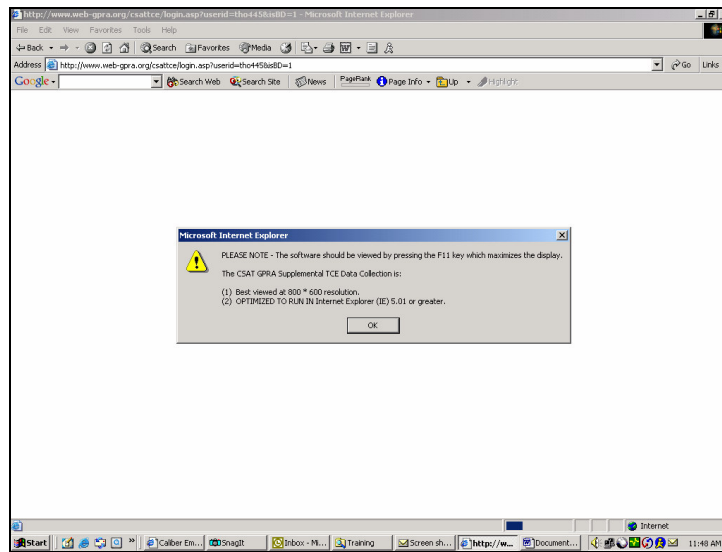
Entering Supplementary Program Data

Some Targeted Capacity Expansion (TCE) programs gather additional programmatic data. If you are a TCE program grantee that collects supplemental program data, after your login, the system will allow you to access these areas from **DATA ENTRY MAIN MENU – TCE TOOLS** page. Access to this area is determined by your user name and password.

The following steps will help you enter supplementary program data.

Figure 1-9 - Data Entry Main Menu – TCE Tools
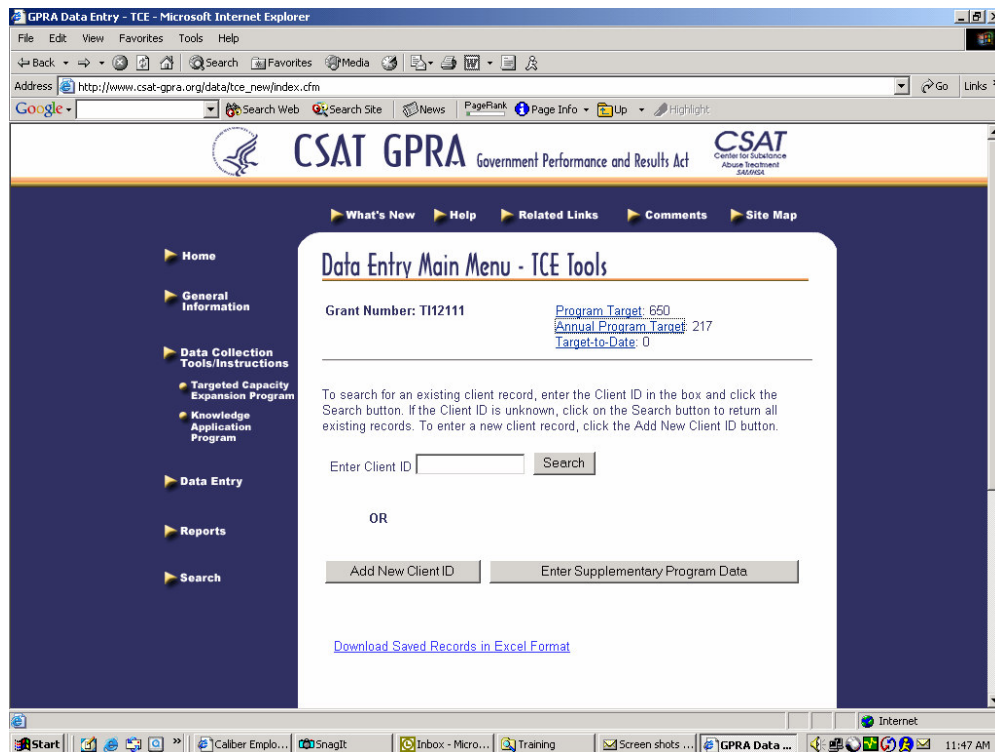
Step 1. Click the "Enter Supplementary Program Data" button. A warning screen displays, instructing the user to press the F11 key to optimize viewing.

Figure 1-10 – Warning Screen

Step 2.   Follow the instructions on the warning screen, and click the "OK" button. The **TCE-DATA COLLECTION (SUPPLEMENTAL DATA)** main page displays.

Figure 1-11 – TCE Data Collection (Supplemental Data) Main Page
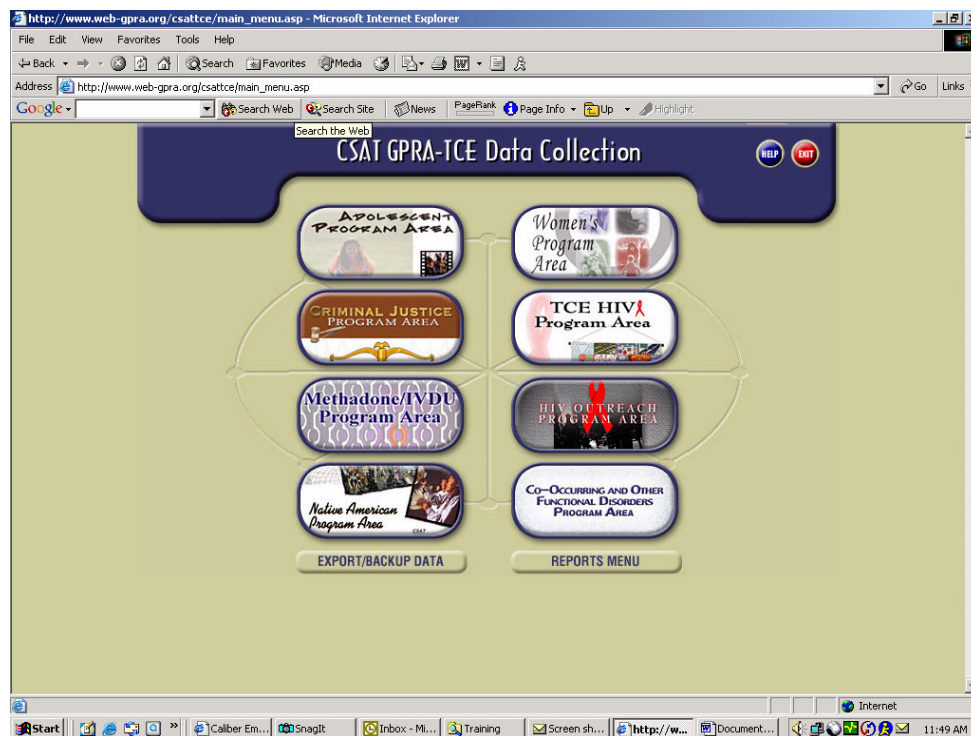
Entering a Program Target

The program target is the total projected number of clients or the number of Knowledge Application (KA) events that the grant will serve. This information can be found in the grant application. If the stated target is inconsistent with the target listed in the grant application, contact the GPO assigned to the grant. The program target will be changed by authorization of the GPO only.

A program target must be entered into the system before you may enter data. If a Program Target was not provided by CSAT, you will have to enter one before you can proceed with the data entry function.

The first time you login to the CSAT-GPRA Data Entry function, the **DATA ENTRY PROGRAM TARGET** main page displays.

Figure 1-12 – Data Entry Program Target Main Page

Enter the program target number in the text box, and click the "Submit" key.

> **Note:** You many only enter your program target into the system one time. If you entered the program target incorrectly, follow the procedures in Changing the Program Target to change the target number.

The CSAT-GPRA system computes and displays two additional program target values: annual program target and target-to-date. The **annual program target** is the projected number of clients the grant will serve each year. The annual program target is calculated by dividing the target by the number of years of the grant. The **target-to-date** is calculated by dividing the

annual target by the number of quarters in the program, and then multiplying the resulting number by the number of quarters that have passed. The target-to-date is used in the calculation of the reports.

Changing the Program Target

Program targets are taken from the grant application, and they are not always straightforward. For this reason, the CSAT-GPRA Help Desk must have authorization from the GPO to change a program target for any other reason than that the target was entered into the system incorrectly.

The user may have one of two reasons for changing a program target: either the target was entered into the system incorrectly, or the user believes the target must be changed. In either case, contact your GPO and ask that your program target information be changed. Your GPO will then contact the CSAT-GPRA Help Desk to have the target information changed.